

BURIAL SERVICES SECTION AUDITOR 4 (AUDIT SUPERVISOR) POSITION

The Burial Services Section of the Tennessee Department of Commerce and Insurance, Regulatory Boards Division, is seeking applicants for the position of Auditor 4 (Audit Supervisor). This position is based in Nashville but requires occasional travel, almost all within the state, with possible overnight stays.

Under general supervision, this position is responsible for professional oversight of auditing work of considerable difficulty and supervisory work of average difficulty and performs related work as required. The primary responsibility is the regulatory audit oversight of funeral and cemetery trust funds. The candidate will supervise the preparation of audit narrative reports, work papers and other supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies and recommend methods of improvement; supervise and review audit reports submitted by subordinate auditors for completeness, mathematical accuracy, consistency and conformance to established audit procedures and practices.

A Certified Public Accountant with experience equivalent to four years of full-time increasingly responsible auditing work is preferred but not required. The minimum qualifications are graduation from an accredited four-year college or university with a major in accounting or Public Accountant in good standing and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional auditing work.

Depending on candidate's qualifications and experience, the salary is approximately \$52,000 per year. To be considered for this position, a resume with references and a cover letter **must be received** no later than Friday, December 5, 2008.

EOE

Interested applicants should submit their documents via mail or e-mail to:

**Tennessee Department of Commerce and Insurance
Burial Services Section
500 James Robertson Pkwy., 2nd Floor
Nashville, TN 37243-1145
robert.gribble@tn.gov**